

Policy	Provincial Appointments
Section	Board of Health
Number	02-05
Policy Lead	Board of Health
Approval Level	Board of Health
Original Approval	2025-MAR-20
Reviewed/Revised	
Next Review	2027-MAR-20
Associated HKNP Procedures and Forms	Procedure – Management of Existing Provincial Appointments Procedure – Recruitment of New Provincial Appointees

POLICY

PURPOSE

To ensure the Haliburton Kawartha Northumberland Peterborough (HKNP) Board of Health has the opportunity to participate in the recruitment, nomination and recommendation of individuals for public appointment positions on the Board.

POLICY DETAILS

The term of appointment for provincial appointees is set by the Public Appointments Secretariat (PAS) and may be for one, two or three years, with a maximum limit determined by the PAS (historically no more than three consecutive terms totalling nine years of service).

Under Section 49(3) of the [Health Protection and Promotion Act](#), the Lieutenant Governor of Ontario has the right to appoint up to one less the number of municipal appointees to the HKNP Board of Health, and without any input from the HKNP Board of Health. Vacancies are posted by the [Public Appointments Secretariat \(PAS\)](#).

PROCEDURE – MANAGEMENT OF EXISTING PROVINCIAL APPOINTMENTS

PROCEDURE DETAIL

1. The Executive Assistant will advise the Medical Officer of Health / Chief Executive Officer (MOH/CEO) and the Board Chair of terms that are due to end no less than six (6) months prior to the expiry of the appointment.
2. The Chair of the Board of Health, or designate, will contact the incumbent to discuss their intentions.

3. If the member wishes to renew their appointment, the Board of Health will consider endorsement of the request in closed session (in accordance with the Municipal Act, 2001, Section 239(2)(b), personal matters about an identifiable individual, including Board employees). The member will absent themselves from the portion of the session during which their appointment is considered. Direction provided to the Chair will be made in camera.
4. The Chair will communicate the Board's decision to the Minister of Health via the Public Appointments, Agency Coordination & Corporate Initiatives Unit, Corporate Management Branch, Ministry of Health, with copies to Local Members of Provincial Parliament.

PROCEDURE – RECRUITMENT OF NEW PROVINCIAL APPOINTEES

PROCEDURE DETAIL

1. If a member does not wish to renew their appointment, or if a vacancy occurs due to other circumstances, the Executive Assistant will communicate the impending vacancy to the Public Appointments, Agency Coordination & Corporate Initiatives Unit, Corporate Management Branch, Ministry of Health.
2. The Board of Health will conduct a needs assessment and determine priorities for representation and advertise locally.
3. A sub-committee of the Board consisting of two Board members, and staff, will be struck to interview and rank potential applicants.
4. A letter will be sent by the Board Chair to the Minister of Health (via the Public Appointments Unit), with copies to the local Member of Provincial Parliament, noting support of the preferred applicant.

ADDITIONAL INFORMATION

RELATED HKNP DOCUMENTS

Exit Interviews for Vacating Board Members

VERSION HISTORY

DATE	LEAD	DESCRIPTION
March 20, 2025	A. Gorizzan	Original